Detailed Corrective Action Plan Documentation

Document Title

e.g., Corrective Action Plan for Non-Conformance #12345

Prepared By

Full Name

Date

YYYY-MM-DD

Department/Team

Department or Team Name

1. Summary of Non-Conformance / Issue

Briefly summarize the issue or non-conformance that requires corrective action.

2. Root Cause Analysis

Provide a detailed analysis of the root cause(s) of the issue. Include tools/methods used for analysis (e.g. 5 Wh

3. Corrective Action Plan

Action Item	Responsible Person	Target Completion Date	Status	Notes
Describe action to b	Name	YYYY-MM-DD	Open / In Progress /	Comments

4. Verification of Effectiveness

Describe how the effectiveness of the implemented corrective actions will be verified.

5. Follow-Up and Monitoring

Outline procedures for ongoing monitoring and follow-up.

Important Notes

- Ensure all corrective actions are specific, measureable, and have clearly assigned responsibilities and deadlines.
- This document serves as a formal record of the corrective action process and should be reviewed regularly.
- All sections should be completed in detail for effective tracking and future audits.
- Verification and follow-up steps are essential to confirm the issue does not recur.